



We are looking for an **effective** and **positive** municipal utilities leader, in our **beautiful** City of Wenatchee for the essential position of...

UTILITIES MANAGER

\$6,778 - \$8,318 per month

Position Summary

Oversees personnel and equipment required to safely and efficiently operate water, sewer and storm water utilities. Plans, manages and evaluates programs and services. Develops and recommends goals and objectives for utilities to ensure compliance with City Council directives, overall departmental goals and applicable regulations. Tracks proposed rule changes and makes recommendations to maintain compliance.

City of Wenatchee Government

The City of Wenatchee is a full service City employing 160 employees. In addition to Public Works, other departments include Police, Community Development, Economic Development, Parks/Recreation/Cultural Services, Finance, Human Resources and Information Services. The City operates under a Strong Mayor form of government with seven council members serving at large. Active boards and commissions advise the City Council with governance.

The Community

The City of Wenatchee is home to 33,070 people with approximately 70,000 living in the greater Wenatchee urban area. Located in a beautiful valley at the confluence of the Wenatchee and Columbia Rivers and on the east slopes of the Cascade Mountain Range, the city enjoys wonderful abundant sunshine with four distinct seasons. The average rainfall is a mere 10 inches per year making the region a focal point of Washington State for outdoor recreation. Wenatchee is the largest city in rural North Central Washington and thus provides a small town atmosphere with big city amenities striking a great balance between rural and urban qualities of life. Furthermore, the city is only 30 minutes from the renowned resort towns of Leavenworth and Lake Chelan. For those desiring occasional amenities of major metropolitan areas, Seattle is a short scenic 3 hour drive or 30 minute flight away making Wenatchee very attractive to many people and families relocating from the Puget Sound area.



Why the City of Wenatchee is such an attractive place to live and work



The City ranks in the top 15 in the state in terms of population density as it is surrounded by the Cascade foothills. These foothills have been largely preserved as open space for public use. The City also has a wonderful historic downtown area adjoining a world class waterfront park and trail system. Wenatchee serves as a medical, retail, technology, governmental and professional service hub for the largely agricultural area of North Central Washington. Combining these core regional services with a strong fruit and wine agricultural industry yields a relatively stable economy. Many people have moved to our valley over the last 10 years to take advantage of the outdoor recreation mecca and beautiful natural environment that makes the City an amazing place to live. People moving to Wenatchee find that the citizens are very community minded with many active service organizations. Additionally, public parks, quality arts programs and cultural experience opportunities are more plentiful than comparably sized cities. Suburban sprawl is nearly non-existent and thus commute times rarely exceed 15 minutes.



A Comprehensive View of our Region



Find out more about the City at www.wenatcheewa.gov.

Some of the tourism highlights of the region can be viewed at visitchelancounty.com and [Wenatchee Valley Chamber of Commerce \(www.wenatchee.org\)](http://WenatcheeValleyChamberofCommerce.com).

Must see: "We Are Wenatchee Part I" <https://vimeo.com/88411706>
"We Are Wenatchee Part II" <https://vimeo.com/121429638>
"We Are Wenatchee Part III" <https://vimeo.com/208608170>

Our historic downtown is a nationally recognized Main Street with an active downtown association www.wenatcheedowntown.org.

HOW TO APPLY

Please go to www.wenatcheewa.gov /Departments/Human Resources, to view the Job Description including qualification requirements and download application materials. **The following constitutes a complete application package:**

- 1) Letter of Interest/Cover Letter
- 2) Resume
- 3) Application for Employment
- 4) Supplemental Application

Complete application packages may be emailed (HR@WenatcheeWa.Gov), faxed (509-888-3636), or mailed to:

**City of Wenatchee
Human Resources Department
PO Box 519
Wenatchee, WA 98807-0519**

The City of Wenatchee will begin review of applications on December 5th, 2017.

The City of Wenatchee is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, creed, color, religion, national origin, sexual orientation, gender, gender identity, age, marital status, disability, veteran or military status, or any other characteristic protected by law.



Apple Capital of the World



JOB DESCRIPTION

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POSITION:	Utilities Manager	DEPARTMENT:	Public Works
REPORTS TO:	Public Works Director	FLSA:	Exempt
AFFILIATION:	Management/Administrative Group	DATE:	November 2017

1.0 PURPOSE

- 1.1 To outline essential job duties, qualification requirements and working conditions for the position of Utilities Manager.

2.0 ESSENTIAL JOB DUTIES

- 2.1 Oversees personnel and equipment required to safely and efficiently operate water, sewer and storm water utilities. Plans, manages and evaluates programs and services.
- 2.2 Develops and recommends goals and objectives for utilities to ensure compliance with City Council directives, overall departmental goals and applicable regulations. Tracks proposed rule changes and makes recommendations to maintain compliance.
- 2.3 Creates and implements programs and policies for development and maintenance of utilities while ensuring compliance with federal, state, local laws, standards of care, rules and regulations.
- 2.4 Provides administrative guidance to technical and professional staff and leadership responsible for carrying out programs, services and functions for utilities.
- 2.5 Ensures projects meet specifications and regulatory requirements. Conducts field inspections of construction and maintenance projects. Ensures that all safety protocols are met. Recommends change orders and resolves issues.
- 2.6 Prepares and presents plans, specifications and estimates for procurement and special projects.
- 2.7 Participates in development and administration of utilities budgets, capital improvement plans and comprehensive plans. Monitors and maintains expenditures within budget guidelines. Implements cost saving measures and utilizes resources effectively.
- 2.8 Ensures optimum employee levels. Controls and minimizes labor overtime and expenses.
- 2.9 Responds to citizen concerns, complaints and issues. Determines and recommends appropriate resolutions to maintain positive community/customer relations.
- 2.10 Represents the City in utilities related meetings with outside agencies and the public.
- 2.11 Participates in the employment process including hiring, probationary periods, promotional opportunities and training programs. Assigns, trains, supervises and evaluates work of staff and ensures direct reports do the same. Ensures performance evaluations are conducted as required to guide development of employees and provide a record of performance. Initiates, documents and implements disciplinary actions as approved by Human Resources.
- 2.12 Ensures compliance with personnel and collective bargaining agreement policies.
- 2.13 Participates in union contract administration and grievance issues.
- 2.14 Ensures required records are maintained in compliance with applicable regulations.
- 2.15 Analyzes and evaluates data, prepares reports and correspondence on division activity and performance and ensures compliance with laws, ordinances and codes. Takes corrective action.

3.0 OTHER JOB FUNCTIONS

- 3.1 Organizes and maintains databases, files, records and other documents.
- 3.2 Performs other duties as assigned.

4.0 QUALIFICATION REQUIREMENTS

- 4.1 Bachelor's degree in Civil Engineering, Chemistry, Biology or a related field.
- 4.2 Eight (8) years of management level experience in utilities or construction including five (5) years of experience in a supervisory capacity.
- 4.3 At its sole discretion, the City of Wenatchee may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications listed above.

Requires knowledge of:

- 4.4 The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in this job description.
- 4.5 Safety and security hazards, precautions, standards, policies and procedures.
- 4.6 Current trends, principles and practices of public works administration and utilities management.
- 4.7 Principles and practices of effective management and supervision techniques, including staffing, training, coaching, directing, coordinating and evaluating.
- 4.8 Applicable federal, state, and local laws, codes, regulations, and ordinances.
- 4.9 Methods, equipment and materials used in municipal utilities maintenance.
- 4.10 Budget preparation and administration techniques.
- 4.11 Computer operation and software including Microsoft Office products and related databases.

Requires the ability to:

- 4.12 Ensure strict adherence to safety policies, procedures and regulations.
- 4.13 Represent the City by maintaining a professional approach and demeanor in all activities.
- 4.14 Foster a positive and productive work environment. Take corrective action as needed.
- 4.15 Exercise continuous leadership to focus operations efforts on priorities. Train, direct, and coach staff. Promote staff and team development and high performance by assuring regular, effective and consistent feedback. Recognize work excellence and build effective teams.
- 4.16 Ensure absolute confidentiality as required and sensitive information is handled appropriately.
- 4.17 Use tact, discretion, respect, persuasion, diplomacy and courtesy to gain cooperation of others and establish and maintain effective teams and professional relationships and rapport with elected officials, management, employees, representatives of other entities and the public.
- 4.18 Be mentally alert at all times and apply sound judgment, analytical and creative problem solving skills to make reasoned, timely and consistent decisions. Facilitate effective problem resolution.
- 4.19 Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing comprehensive reports and correspondence as well as making presentations.
- 4.20 Be attentive to detail and maintain a high degree of accuracy.
- 4.21 Plan, organize, prioritize and coordinate work assignments. Work effectively in a multi-task environment with constantly shifting priorities. Take appropriate initiative.
- 4.22 Understand and apply appropriately regulatory requirements, terminology, policies and procedures.
- 4.23 Develop ways to identify, improve and promote efficient systems and processes.
- 4.24 Maintain current knowledge and adapt to new technologies, keeping technical skills up to date.
- 4.25 Work independently and cooperatively as a member of a team.
- 4.26 Proficiently operate office equipment and perform Microsoft Office software functions including spreadsheet and PowerPoint generation. Type accurately and proficiently.

5.0 WORKING CONDITIONS

- 5.1 Works in an office or meeting room setting and at field locations.
- 5.2 Attends meetings or performs duties outside of normal office hours and travels by car.
- 5.3 Noise levels range from quiet to very loud requiring ear protection.
- 5.4 Possibility of exposure to irate or hostile individuals.

Requires the ability to:

- 5.5 Use appropriate safety equipment and follows safety policies, practices and procedures.
- 5.6 Maintain good eye sight, required for close and distant vision.
- 5.7 Sit or stand for long periods. Walk, reach with hands and arms, climb, balance, stoop and kneel.
- 5.8 May occasionally lift and carry items weighing up to 25 pounds.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.

Prepared by: Human Resources (KP)
Last Revised: 11/01/17



P.O. Box 519
129 South Chelan Avenue
Wenatchee, WA 98807-0519
(509) 888-3603 fx.(509) 888-3636

APPLICATION FOR EMPLOYMENT

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NAME _____
Last First M.I.

ADDRESS _____
Street Apt. #

City State Zip

PHONE _____
Include Area Code Home Work Cell

EMAIL _____

List specific position/title applying for _____

Date available for work _____ Will accept: Regular Full-time ☐ Yes ☐ No

Regular Part-time ☐ Yes ☐ No

Temporary ☐ Yes ☐ No

Have you filed an application or been employed here before? ☐ Yes ☐ No Date(s) _____

Are you able to provide proof of your eligibility to work in the U.S. if offered employment? ☐ Yes ☐ No

Do you have a valid Washington State Driver's License? ☐ Yes ☐ No

LIC #: _____ Expiration Date: _____

Have you ever been convicted of a felony or released from prison? ☐ Yes ☐ No

(A conviction record will not necessarily bar you from employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)

The City will require a Criminal Background Check for the successful applicant.
Would you have an objection to this report? ☐ Yes ☐ No

Are you able to perform the primary duties of the job as outlined in the job description? ☐ Yes ☐ No
If no, please explain: _____

(No applicant will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the primary job duties.)

EDUCATION AND FORMAL TRAINING

HIGH SCHOOL

Do you have a high school diploma or GED certificate? ☐Yes ☐No

COLLEGE OR UNIVERSITY

Please list names of educational institutions you attended which are relevant to the position you are seeking.

NAME	LOCATION	DEGREE OR COURSE OF STUDY	DATE ATTENDED

SPECIALIZED TRAINING

NAME	LOCATION	COURSE OF STUDY	DATE ATTENDED

List any skills you possess or machines you can operate that would help you qualify for the position(s):

List any special licenses, registrations or training, including seminars and workshops, which would help you qualify for the position(s):

EMPLOYMENT HISTORY

Begin with your current or most recent job and list your employment experience. Include military service and any volunteer work which has provided you experience that would help you qualify for this work. Use additional sheets if necessary.

PLEASE NOTE: Information obtained from previous employers and/or references is confidential.

EMPLOYED		FIRM NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
TO				
MONTH	YEAR	SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

EMPLOYED		FIRM NAME:	ADDRESS/CITY/STATE/ZIP:	
FROM				
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code	
TO				
MONTH	YEAR	POSITION(S) HELD:	REASON FOR LEAVING:	
TO				
MONTH	YEAR	SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRIMARY DUTIES:

EMPLOYED		FIRM NAME:	ADDRESS/CITY/STATE/ZIP:
FROM			
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code
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MONTH	YEAR	SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

PRIMARY DUTIES:

EMPLOYED		FIRM NAME:	ADDRESS/CITY/STATE/ZIP:
FROM			
MONTH	YEAR	IMMEDIATE SUPERVISOR'S NAME AND TITLE:	PHONE: Include Area code
TO		POSITION(S) HELD:	REASON FOR LEAVING:
MONTH	YEAR	SALARY:	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input type="checkbox"/> No

PRIMARY DUTIES:

ADDITIONAL INFORMATION

Please give any additional information which may more fully describe your qualifications and capabilities. This space may be used to continue descriptions of your education or experience.

PLEASE READ CAREFULLY BEFORE SIGNING

I confirm that all information I have provided in my application materials is true, complete, and correct. I also confirm that I have not omitted any information called for by this application. I understand that any information I provide (or fail to provide) that is found to be false, incomplete, or contains a misrepresentation in any respect will be sufficient cause to (i) cancel further consideration of this application or (ii) subject me to discipline, up to and including termination, if I am hired.

I expressly authorize, without reservation, The City of Wenatchee, its representatives, employees, or agents to contact and obtain information from all current/previous employers and references and to verify the accuracy of all information provided by me in this application. I hereby waive all rights and claims I may have regarding The City of Wenatchee or its representatives for seeking, gathering, and using such information in the employment process and all other persons or organizations for furnishing information about me.

I have read, fully understand, and accept all terms of the above Applicant Statement. I also understand that if my application is not signed, it is not complete and I may be disqualified from being considered for this position.

Signature

Date



SUPPLEMENTAL APPLICATION

Utilities Manager

Name _____

Please answer all questions and submit with your completed City of Wenatchee application materials (cover letter, resume, general application and supplemental application). Be complete and as clear and concise as possible in your answers.

MINIMUM QUALIFICATIONS

1. ☐ YES ☐ NO Do you have a bachelor's degree in Civil Engineering, Chemistry, Biology or related field?
Concentration _____
2. ☐ YES ☐ NO Do you have eight (8) years of management level experience in utilities or construction?
3. ☐ YES ☐ NO Do you have a minimum of five (5) years of experience working in supervisory capacity?

4. If you do not have the education or experience specified in Questions #1-3 above, list the equivalent combination of education, training and experience that you believe provides you with the required skills, knowledge and abilities for this position.

PLEASE PREPARE NO MORE THAN A ONE-PAGE (TOTAL) RESPONSE TO THE QUESTIONS BELOW

5. What interests you most about being the Utilities Manager for the City of Wenatchee?
6. Describe your knowledge and experience in public works administration, utilities management and/or construction.
7. Describe your knowledge and experience in methods, equipment and materials used in municipal utilities maintenance.
8. Describe your general management style, in day to day operations.

I certify that the information contained in this supplemental application and in any attachments is true and complete without embellishment. I understand all answers in this supplemental application are part of the application process and, as such, are subject to verification.

Applicant Signature

Date